*BY ORDER OF THE COMMANDER*
*PACIFIC AIR FORCES*

*AIR FORCE INSTRUCTION 25-101*

*PACIFIC AIR FORCES SUPPLEMENT*

*6 JULY 2009*

*Logistics Staff*

*WAR RESERVE MATERIEL (WRM)*
*PROGRAM GUIDANCE AND PROCEDURES*

## COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 25-101, 2 May 2005, is supplemented as follows**:**  This supplement provides additional instruction to AFI 25-101, War Reserve Materiel (WRM) Program Guidance and Procedures and must be complied with by Pacific Air Forces (PACAF) WRM managers at all levels.  Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm**.   Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

## *SUMMARY OF CHANGES*

This supplement to AFI 25-101 replaces AFI 25-101/PACAFSUP, 29 December 2006, and eliminates duplicate and conflicting guidance.  Chapter 9 was also added to clarify policies and procedures required for WRM vehicles prepositioned in PACAF.

1.2.1.1. **(Added)** AFI 21-201, *Conventional Munitions Maintenance Management*, should be referenced in para 1.2.1., vice AFI 21-101.  This also applies to AFI 25-101, Attachment 1, page 103.

1.4.1.1. **(Added)** The Command WRM Officer (CWRMO) will ensure all out load and in place requirements are loaded in Joint Operation Planning and Execution System (JOPES) by the appropriate WRM functional managers or Component Numbered Air Force (CNAF) functional planners. Standard WRM Unit Type Codes (UTC) will be used to the maximum extent; however non-WRM UTCs will be used when a WRM UTC does not exist or deemed inadequate for the type/category of WRM requiring movement.

2.4.2.1. **(Added)** The publication title for AFI 21-201, is now Conventional Munitions Maintenance Management.

2.10.3.1. **(Added)** For PACAF, Air Components include Headquarters (HQ) PACAF as the Component Major Command (MAJCOM), and 7th Air Force (AF) and 13AF as CNAFs.

2.11.7.1.1. **(Added)** The publication title for AFI 21-201, is now Conventional Munitions Maintenance Management.

2.13.1.1. **(Added)** For PACAF, Air Components include HQ PACAF as the Component MAJCOM, and 7AF and 13AF as CNAF.  Air Component planners will determine all theater WRM requirements for forces assigned (operationally controlled) to PACAF.  As Component-MAJCOM, PACAF will aggregate and manage WRM requirements for the theater.

2.13.2.1.1. **(Added)** Authority to approve, at the MAJCOM level, use of WRM is delegated to the CWRMO.

2.13.3.5.1. **(Added)** The CWRMO will develop financial documents consistent with financial management processes established by the Financial Management (FM) community.  Funding responsibilities for the non-munitions WRM program in PACAF are limited to those dealing with Operations and Maintenance (O&M) for Program Elements (PE) 41135 and 28031.

2.13.3.6.1. **(Added)** The CWRMO is designated the Program Element Manager (PEM) for PEs 28031 and 41135.

2.13.3.8.1. **(Added)** Mission need and funding permitted; HQ PACAF Staff Assistance Visits (SAV) will be conducted annually for Korea locations and 18 months for all other PACAF locations.  PACAF Inspector General (IG) schedule, other inspections, local and Joint Chiefs of Staff (JCS) exercises, and other mission related activities need to be considered when scheduling SAVs.

2.13.4.5.1. **(Added)** 13AF and 7AF Functional Area Managers/planners will tailor pre-positioned WRM support equipment as required at execution of a

contingency.

2.14.6.1. **(Added)** For vehicle management guidance, use AFI 23-302, *Vehicle Management.*

2.14.7.1. **(Added)** Combat Air Forces (CAF)/Mobility Air Forces (MAF) Global Logistics Support Center (GLSC) is responsible to schedule and process R18 for PACAF bases.  Refer to AFMAN 23-110, *USAF Supply Manual*, Vol 2, Part 2, Chapter 6, Attachment 6B-18, for user access parameters.

2.16.1.3.1. **(Added)** The Mission Support Group (MSG) commander is designated the WRM Program Manager for PACAF main operating bases (MOB).  The 7th Logistics Readiness Group (LRG) commander is designated WRM Program Manager for the Korea Collocated Operating Bases (COB).  The 36 MSG Commander is designated the WRM Program Manager for Det 1, 36 MSG, Diego Garcia, British Indian Ocean Territory (BIOT).

2.16.3.2.1. **(Added)**  Quarterly WRM Readiness Reports.  The Base/Wing WRM Program Manager (WRMPM) is required to report the status of WRM assets to the Command WRMPM.  This classified report is due quarterly and designed to provide HQ PACAF with an overall readiness assessment of a base/wing's WRM program.  The 7th Air Support Squadron (ASUS) WRMO will be responsible for consolidation of the Readiness Report for Korea COBs.  The 51st Fighter Wing (FW) and 8 FW will forward their report to the CWRMO with a courtesy copy to the 7 ASUS WRMO.  The 36 MSG will forward Detachment (Det) 1, 36 MSG's report to the Command WRMPM.

2.16.3.2.2. **(Added)**  The Base/Wing WRMO/Non-Commissioned Officer (NCO) responsible to the WRMPM is the designated focal point for data collection, report preparation, coordination and transmittal to HQ PACAF.  For Korea COBs, the 7 ASUS WRMO is the designated focal point responsible to the 7 LRG/CC (WRMPM).

2.16.3.2.3. **(Added)**  Unit Commanders and WRM Managers are responsible for providing inputs to the WRMPM, through the Base WRMO/NCO in sufficient time to meet HQ PACAF's suspense.  Specific guidance and procedures to include reporting timing, frequency, content etc. are as follows:

2.16.3.2.3.1. **(Added)**  The WRM Readiness Report will be forwarded to HQ PACAF via SECRET Internet Protocol Router Network (SIPRNET).  Korea COBs will forward inputs to the 7 ASUS WRMO for release by the 7 LRG/CC.  The Mission Support Group Commander will release report for MOBs.  36 MSG will release for Det 1, 36 MSG, Diego Garcia, BIOT.

2.16.3.2.3.2. **(Added)**  Reports will be submitted to the Command WRMPM quarterly, no later than (NLT) the 15th of Jan, Apr, Jul, and Oct.  In the event the reporting date falls on a non-duty day, units will submit the report on the first duty day following the 15th.  For example if the 15th is on Saturday, then the report is due on Monday, the 17th.

2.16.3.3.  SBSS (Standard Base Supply System)  R34- Special Spares Listing.

2.16.3.3.1. **(Added)** The 7 ASUS WRMO will ensure the cover letter, Wartime Aircraft Activity Report (WAAR), War Consumables Distribution Objective (WCDO), its foreword and the War Plans Additive Requirements Report (WPARR) are distributed to the appropriate Korea COB WRMO/NCO.

2.16.3.4.1. **(Added)** The WPARR and WCDO should be used as the source documents to determine sourcing alternatives.  Forward a memo to the CWRMO requesting non-requisition action as required.

2.16.3.5.1. **(Added)** The 7 ASUS WRMO will coordinate with Korea COBs on supplementing guidance.

2.16.3.7.1. **(Added)** The WRMO/NCO will follow local FM processes and guidance to submit financial documents and answer to budget data calls from HQ PACAF/FM.  A courtesy copy of financial documents created in response to higher headquarters request will be provided to the CWRMO.

2.16.3.9.1. **(Added)** Conduct a WRM Review Board semiannually or more often as needed.

2.16.3.10.1. **(Added)** Conduct a WRM surveillance visit semiannually or more often as needed.

2.16.3.13.2.1. **(Added)** Training must be documented and include the following as applicable to the unit:

2.16.3.13.2.1.1. **(Added)** R07 (Consumables)

2.16.3.13.2.1.2. **(Added)** Q07 (Consumable Shortages)

2.16.3.13.2.1.3. **(Added)** R14 (Custodian Authorization/Custody Receipt Listing (CA/CRL))

2.16.3.13.2.1.4. **(Added)** R23 (Consolidated CA/CRL)

2.16.3.13.2.1.5. **(Added)** R34 (Spares)

2.16.3.13.2.1.6. **(Added)** D04/D11

2.16.3.13.2.1.7. **(Added)** WPARR

2.16.3.13.2.1.8. **(Added)** WCDO

2.16.3.13.2.1.9. **(Added)** TPFDD (Time Phased Forces Deployment Data)

2.16.3.13.2.1.10. **(Added)** WAAR

2.16.3.13.2.2. **(Added)** Solicit the assistance of a Supply Specialist if needed to provide training on interpreting Supply documents.

2.16.3.14.1. **(Added)** Storage requirements must be reviewed upon receipt of the WPARR, Part II.  Increase in requirements need to be addressed at the next WRM Review Board and the Facilities Utilization Board.  The 7AF/A7 (Civil Engineer) will conduct a Facilities Utilization Board for Korea COBs, attended by the Detachment Commanders and the 7AF WRMO.

2.16.3.15.1. **(Added)** Once Global Command and Control System (GCCS)

account is established locally, contact the CWRMO for permissions to Logistics Feasibility Analysis Capability (LOGFAC).  Provide GCCS User Identification (ID), First Name, Middle Initial, Last Name, Rank, Organization, Office Symbol, Unit, Base Name, Classified and Unclassified E-mail address, Digital Switched Network (DSN) Phone Number, and Commercial Phone Number.

2.16.3.17. **(Added)** Maintain a current continuity book.  The continuity book will include as a minimum, the following as it pertains to your program, in the format listed below.  The continuity book will have a separate unclassified and classified section.  Two separate books may be used.  If a document is not kept with the applicable tab, annotate where the document is located (i.e., Tab 21 - Wartime Aircraft Activity Report: stored in Safe, file 2.5.1.).

**Table 2.1.  (Added)  Continuity Book.**

| |
|---|
| Tab 1 – Letter of appointment (WRMO/WRMNCO) |
| Tab 2 – Letters of appointment of WRM Managers (WRMM) and individual's training    records |
| Tab 3 – WRM Review Board Members and squadron commanders (who manages one or more      WRM commodity) training records |
| Tab 4 – WRM Review Board Meeting Minutes (last four) |
| Tab 5 – Unit Inspections Schedules, Reports, and Replies (last four) |
| Tab 6 – Staff Assistance/IG Visit Reports (last two SAVs) |
| Tab 7 – Supply/Transportation Documents (WPARR, Vehicle Authorization List (VAL), CA/CRL, etc.) |
| Tab 8 – WRM Use log (i.e., Excel spreadsheet) for last two years and applicable correspondence |
| Tab 9 – Budget and Financial Information |
| Tab 10 – Equipment Serviceability Tracking Report |
| Tab 11 – Facilities (Storage Requirements/shortfalls, Military Construction Projects, Facility Utilization Board meeting minutes, etc.) |
| Tab 12 – Miscellaneous |
| Tab 13 – TPFDD |
| Tab 14 – Inventory Management Plan (IMP) |
| Tab 15 – WCDO |
| Tab 16 – Base Code List |
| Tab 17 – Comp Code List |
| Tab 18 – Quarterly Readiness Report |
| Tab 19 – Wartime Aircraft Activity Report |

2.16.3.18. **(Added)** Supply WRM Manager should build WRM continuity folder to maintain a snapshot of its WRM program.  As a minimum, use tabs reflected in Table 2.1.  Additional tabs may be added as needed for areas unique to each location.

**Table 2.2.  (Added)  Minimum Supply WRM Continuity Folder Requirements.**

| TAB | Task Description | Sub-areas |
|---|---|---|
| A | Mission Statement | Statement |
| B | Job Description | Customer Service, Equipment Liaison, WCDO |

|   |   |   |
|---|---|---|
|   |   | monitor, WRM Readiness Spares Package (RSP) manager, etc |
| C | WRM Task List | Daily, Weekly, Monthly, Quarterly, Semi-Annual, Annual Requirements |
| D | Appointment Letters | WRM monitor, Training Records |
| E | Mandatory Reports and Listings | WRM Reports |
| F | WPARR | WPARR Validation Process and Reconciliation Minutes |
| G | WCDO | WCDO Validation Process and Reconciliation Minutes |
| H | WRM Executive Review Board | Review Board Minutes |
| I | Annual Inventory Schedule | Inventory schedule |
| K | PACAF Assigned Equipment Organizational Account Codes and Kit Serial Number (KSN) Numbers/Locally Assigned Spares Organizational Account Codes | List of Applicable KSN and Organizational Codes Assigned to Tail Number |
| L | WRM Mission Performance Checklist | Self-Inspection Unit Compliance Inspection (UCI) Checklist Special Interest Items |
| M | Inspection Results and Crossfeeds | Self-Inspection UCI Checklist Special Interest Items |
| N | Inspection Replies | Replies Until Closed |
| O | Telephone Numbers | Rolodex |
| P | Applicable Publications/Policy Letters | AFI 23-111, AFI 25-101, PACAF Sup 25-101, AFMAN 23-110, AFPD 25-1, PACAFI 23-206, local supplement to PACAF 25-101 |
| Q | Miscellaneous Information | Working Documents/E-Mails |

2.16.4.9. **(Added)** Must be familiar with the products outlined in para 2.16.3.13.2.1. as it applies to the WRMM's function.

2.16.4.10. **(Added)** Maintain a Continuity Folder. The folder will include the contents listed in para 2.16.3.17., as applicable and other unique data relevant to the unit.

2.18.1.3.1.1. **(Added)** Provide R23 (Use Code C and D) and R34 to the WRMO/NCO quarterly.

2.18.1.5.2.1. **(Added)** Upon receipt of the Local Purchase/Manufacture Letter from the Management and Systems Flight, the WRMO/NCO will forward the letter to the CWRMO.

2.18.5.3.1. **(Added)** For Korea COBs, the COB Services WRMM will route Meals, Ready-to-Eat (MRE) requirements to 7AF/A1S (Services) for approval at 13AF/A1S (Services).

2.18.6.1. **(Added)** Medical WRM is managed IAW AFI 41-209, *Medical Logistics Support*.

3.1.2.3.2.1. **(Added)** Reference 3.1.2.3.1.2. Principal Members, PACAF/LG-ALOC is now designated PACAF/A4P.

3.1.3.4.1. **(Added)** Attendees.  CWRMM attendance required for the following functions, along with their respective division chiefs.

3.1.3.4.1.1. **(Added)** Supply (Equipment, Consumables, and Spares)

3.1.3.4.1.2. **(Added)** Vehicles

3.1.3.4.1.3. **(Added)** Fuels (Fuels Mobility Support Equipment (FMSE)/Fuels Operational Readiness Capability Equipment (FORCE)

3.1.3.4.1.4. **(Added)** Civil Engineering (Basic Expeditionary Airfield Resources (BEAR), Airfield Damage Repair (ADR), Mobile Aircraft Arresting System (MAAS), Emergency Airfield Lighting (EALS))

3.1.3.4.1.5. **(Added)** Services (BEAR, MREs)

3.1.3.4.1.6. **(Added)** Aircraft Maintenance (Aerospace Ground Equipment (AGE), Support Equipment, and Aircraft External Fuel Tanks)

3.1.3.4.1.7. **(Added)** Munitions (Racks, Adapters, and Pylons (RAP), Guns, Barrels, and Munitions Handling Equipment)

3.1.4.1.1. **(Added)** The WRM Review Board will convene semiannually or more often as needed.

3.1.4.2.16.1. **(Added)** The 607LRG/CC as the WRMPM will determine WRM Review Board membership and chair the WRM Review Board for Korea COBs.

3.1.4.4.1. **(Added)** The Review Board meeting minutes will be forwarded to the CWRMO NLT 10 working days of the WRM Review Board.

3.3.1.1. **(Added)** Surveillance visits will be conducted semiannually on each organization having a storage and maintenance role with WRM.

3.3.1.2. **(Added)** The WRMO/NCO will solicit help from other base agencies as required, to assist with functions where they are not the functional expert.  For example, requesting a QA specialist to assist with inspecting AGE serviceability or a Supply specialist to assist with accountability and validating Supply products.

3.3.2.10. **(Added)** Ensure data integrity between supply reports (R07, R14/23, and R34) and WRM authorization documents (WPARR, WCDO, DO40).

3.3.2.11. **(Added)** Ensure WRMM checklist is locally developed using the applicable functional Mission Performance Checklist, AFIs, Technical Orders (TO), etc.

3.3.2.12. **(Added)**  Inspection Report.

> 3.3.2.12.1. **(Added)** An inspection report will be written for each functional organization inspected using the format of attachment 6, to include discrepancies and corrective action taken or required.  The report will be signed by the WRMPM and forwarded to the applicable unit commander within 10 duty days.

> 3.3.2.12.2. **(Added)** An information copy will be forwarded to the applicable group commander when the inspected unit is not assigned to the Mission Support Group (WRMPM).

> 3.3.2.12.3. **(Added)** Inspection Report replies from the inspected unit commander will be forwarded to the WRMPM with courtesy copy to the WRMO, NLT 15 duty days after receipt of the inspection report.  The following format will be used for each discrepancy.

>> 3.3.2.12.3.1. **(Added)**  Item number.

>> 3.3.2.12.3.2. **(Added)**  Brief description of discrepancy.

>> 3.3.2.12.3.3. **(Added)**  Description of corrective and preventive action taken.

>> 3.3.2.12.3.4. **(Added)**  OPEN or CLOSED.

>> 3.3.2.12.3.5. **(Added)**  Estimated Completion Date if action is still open.

>> 3.3.2.12.3.6. **(Added)**  OPR.

3.4.1.1. **(Added)**  In addition to the TPFDD, the WAAR must also be used.

3.4.3.1. **(Added)**  Recall of Joint Use (JU) equipment will be exercised during local Operational Readiness Exercises (ORE).

> 3.6.6.1.1. **(Added)** NLT 30 days of appointment, the WRMO and NCO will complete Resource Management System training with the base Budget Office. For PACAF units, the WRMO/NCO is only responsible for financial management of PEs 28031F and 41135F.  Munitions PE 28030F is managed by the munitions community.  The WRM resource advisor will follow guidance and procedures established by the local finance office/organization.

> 3.6.6.3.1. **(Added)** Financial documents prepared in response to higher headquarters financial data calls will be accomplished as instructed in the data call.  The WRMO will provide the CWRMO a courtesy copy of the document/input provided to their base FM.

> 3.6.6.5.1. **(Added)** The Budget Execution Report is no long used by the FM community.  The WRM Resource Advisor will include WRM unfunded requirements in financial data calls as instructed by the local FM organization.

3.6.6.6. **(Added)** Quarterly WRM Unfunded Report.  This report is provided by the Base WRMO to the Command WRMO and will include a prioritized list of all

base/wing WRM unfunded requirements.  It is used to prioritize overall command unfunded requirements.   Report formats are posted on the PACAF WRM web site or can be obtained from the CWRMO.

3.6.7.3.8.1. **(Added)** BEAR operations at Korea, Collocated Operating Bases, and Andersen AFB, Guam are not considered units whose sole mission is support and management of WRM.

4.3.8.1.1. **(Added)** The base level WRMO/NCO in coordination with the Supply WRM will use the information in the letter of instruction to reconcile the new WPARR, Part II with SBSS records.   The reconciliation process will be completed within the timeframe specified in the letter of instruction.

4.3.8.1.2. **(Added)** The host installation WRMO/NCO and WRMMs will convene a reconciliation meeting to address equipment and vehicle requirement changes.   The WPARR, Part II will be reviewed and processed to include cataloging problems/challenges, excess/shortages, storage/maintenance issues, and updated use codes.  The WRMO will track Issues and Action Items until resolved.  Open items will be assigned get-well dates.  WRMMs will provide weekly updates to the WRMO/NCO until all open items are closed.  Significant issues and action items will be briefed at the WRM Review Board.   The WRMO/NCO will publish meeting minutes and submit them within the timeframe specified in the letter of instruction along with the notification the reconciliation is complete.

4.3.8.1.2.1. **(Added)** Storing base Equipment Accountability Office (EAO) will review and compare new authorizations using R14/R23.

4.3.8.1.3. **(Added)** The CWRMO will forward the WPARR, Part II to 735TH Supply Chain Management Group (SCMG), Combat Air Forces (CAF) or 635TH SCMG, Mobility Air Forces (MAF) Global Logistics Support Center (GLSC) as required, to update base WRM EAID records.  All actions will be completed within timeframe specified in the letter of instruction.

4.3.8.1.3.1. **(Added)** 735$^{TH}$ SCMG or 635$^{TH}$ SCMG will coordinate with host/storing base for organization account data and will begin WPARR, Part II Equipment Authorized In-Use Detail (EAID) load process.

4.3.8.1.4. **(Added)** HQ PACAF Supply Equipment Manager will forward the DO40 WPARR, Part II (expendable requirements to support major end items listed on the WPARR, Part II) to storing installation LRS to update WRM Special Spares detail records.  All actions will be completed within 30 calendar days of receipt of the DO40 WPARR, Part II.  Guidance to update WRM Special Spares details records are prescribed in AFMAN 23-110, V2, P2, Chap 26L.

4.3.8.2.1. **(Added)** All Support (Use Code K) vehicles are candidates for JU. Upon receipt of the WPARR, Part II, the vehicle requirements will be compared with Use Code K vehicles on the VAL.   Vehicles not filling a wartime requirement are candidates for JU (Use Code L) and will be recommended as such to the CWRMO and the PACAF Vehicle WRMM.

4.5.3.1. **(Added)** Air and Space Expeditionary Force (AEF) TPFDD Library replaced Air Force Worldwide UTC Summary (AFWUS).

4.5.6.1. **(Added)** Global Asset Reporting Tool (GART) replaced RCS: MTC-DR (M&Q) 8701 reporting.

4.5.6.2. **(Added)** WRMMs will compute pallet and net requirements for movement of WRM and provide those requirements to their Unit Deployment Manager using guidance provided by the Installation Pallet and Net Monitor.  An information copy will be provided to the WRMO.

4.5.6.3. **(Added)** 463L pallets and nets listed on the WPARR, Part II for BEAR will not be reported in GART.  These pallets and nets are not part of the Air Mobility Command (AMC) operational pallet and net program.  They are authorized IAW Allowance Standard 157 and 159.  See AFI 25-101, para 7.2.2 for additional guidance.

4.8.1.1. **(Added)** 13AF/A1, Services Functional Manager, is OPR for PACAF and the theater MAJCOM/LGX is HQ PACAF/A4P.

4.8.2.1. **(Added)** In para 4.8.2, replace the single "s"  with "the supporting command".

4.10.1. **(Added)**  AFI 41-209, Medical Logistics Support replaced AFM 23-110, Volume II, Part II.

5.1. Table 5.1. (Added) **Note:**  Line 15 "High-Reach Maintenance Trucks" under WRM Category.

5.2.3.1.1. **(Added)** Assets will be inspected IAW end-item technical orders or equivalent technical guidance provided by the manufacturer.

5.2.3.3. **(Added)** Monthly Walk-Through Inspection: A monthly walk-through inspection will be performed by the storing organization's WRMM.  The walk-through inspection will identify damaged containers, missing assets, or circumstances resulting in deteriorated storage capability that require immediate corrective action.  At the Korea COBs, Quality Assurance Evaluators (QAE) will perform walk-through inspections, identify discrepancies, and schedule maintenance for WRM assets.  As a minimum, walk-through inspections will include the following:

5.2.3.3.1. **(Added)**  Physical damage

5.2.3.3.2. **(Added)**  Visible corrosion

5.2.3.3.3. **(Added)**  Proper storage

5.2.3.3.4. **(Added)**  Missing protective covers

5.2.3.3.5. **(Added)**  Missing hardware (filler caps, bolts, etc.)

5.2.3.3.6. **(Added)**  Complete/legible condition tags

5.2.3.3.7. **(Added)** Verify  quantity  and  nomenclature  against  supporting documents (WPARR, WCDO, R07, R14, etc.).

5.2.3.3.8. **(Added)**  Identify excess

5.2.3.3.9.  **(Added)** Detailed report identifying commodities inspected, including discrepancies and corrective action taken.  Discrepancies not corrected on the spot will be identified to the WRMO and detachment WRMO/NCOs at the Korea COBs NLT the 5$^{th}$ of each month.

5.2.3.3.10.  **(Added)** Monitor shelf life items.

5.2.4.3.1.1.  **(Added)** Use AFI 23-302, *Vehicle Management*.  AFI 24-302, *Vehicle Management* is obsolete.

5.2.5.1.1.  **(Added)** To the maximum extent possible, integrate cryogenics (e.g., liquid nitrogen and liquid oxygen) servicing units with peacetime units to ensure serviceability.  Integrated equipment will be properly marked IAW paragraph 5.3.7.  Other support equipment will not be integrated for use with peacetime support equipment.

5.2.5.3.2.  **(Added)** Powered-AGE WRM will be inspected and maintained IAW specific equipment technical orders and work cards.  Additionally, qualified maintenance technicians will perform functional checks, load checks (as applicable), and minor corrosion control treatment on serviceable powered-AGE every 90 days.  Load checks on flight line generator sets must be sustained for a minimum of 15 minutes.

5.2.5.4.2.  **(Added)** Non-powered AGE WRM will be inspected and maintained IAW specific equipment technical orders and work cards.  Additionally, functional checks and minor corrosion control treatment will be accomplished by qualified personnel, every 90 days.

5.2.7. **(Added)** RAP, Guns, Gun Barrels, and Components.  The unit Armament Systems Superintendent or RAP Weapons QAE share the responsibility with Supply to ensure all required maintenance actions are accomplished on assigned assets in a timely manner to meet Operational Plan (OPLAN) tasking.  All references to guns in this paragraph include guns, barrels, and other gun components.  Qualified maintenance technicians will inspect and repair these WRM consumables according to applicable T.O.s and this instruction.  The Armament Superintendent or Weapons QAE along with Supply will ensure required Technical Compliance Technical Orders (TCTO), maintenance actions, supply discipline, annual budget and quarterly WRM unfunded requirement submission processes are in-place to support maintenance of assigned assets.  RAP WRMMs will review and have a working knowledge of the WCDO and how RAP assets support applicable OPLANs.  Personnel responsible for maintaining RAP and gun assets will ensure the following:

5.2.7.1. **(Added)** Scheduling procedures.  A report will be used for scheduling WRM equipment for maintenance.  Scheduling will include identification of quarterly maintenance requirements by item type, serial number, storage location, and configuration.  The quarterly schedule will be used to develop maintenance plans.  These plans will include assets due inspection/maintenance during that period; assets scheduled in a previous period but not accomplished; unscheduled requirements; and requirements based on walk-through inspections.  Scheduling will include corrosion control requirements, procedures for the flow of assets through the maintenance

cycle, pickup and delivery schedules, coordination requirements, timing, forms to be used, tagging procedures, and assignment of OPRs for each task.

5.2.7.1.1. **(Added)** Make every effort to ensure the assets are evenly flowed into the maintenance cycle.

5.2.7.1.2. **(Added)** When a new weapon system comes on-line, the supporting WRM RAP and guns are normally provided in a new condition from the supporting Air Logistics Center (ALC) or contractor. Using the date of manufacture or date of receipt (if the manufacture date is unknown) ensure the assets are evenly flowed into the maintenance/inspection cycle.

5.2.7.2. **(Added)** Status Reporting procedures. Supply and the WRMO will be informed on a monthly basis or more often if necessary, of the number of inspections scheduled, completed on schedule, and any problem areas. Additional status reporting requirements are:

5.2.7.2.1. **(Added)** Submit a monthly asset serviceability report to your WRM NAF Functional area, through the WRMO/WRMNCO for submission to the PACAF Functional Manager and the CWRMO. This report must include: Nomenclature (NOUN), National Stock Number (NSN), Quantity (QTY) on hand and authorized, open maintenance actions (i.e., TCTOs/one time inspection (OTI)), cost value of items, condition of the item and status (parts on order, off-base requisition number, estimate delivery date of shipment and follow-up action), and remarks.

5.2.7.2.2. **(Added)** The NAF RAP WRMM will provide a standardized reporting documentation format and approve any local forms used.

5.2.7.3. **(Added)** TCTO Procedures. Accomplish TCTOs during the normal inspection cycle, however must be accomplished prior to the TCTO rescission date, even it will cause an uneven workflow for the work center.

5.2.7.3.1. **(Added)** All TCTOs will be complied with upon receipt of the kits (or parts of it) starting with WCDO authorized assets then excess items.

5.2.7.3.2. **(Added)** If TCTOs are not in compliance, a DD Form 1576*, Test/Modification Tag - Materiel*, with appropriate data will be attached to the DD Form 1574*, Serviceable Tag – Materiel*, on the packing crate.

5.2.7.3.3. **(Added)** TCTO kits for RAP and guns will be requisitioned, issued, and stored by base Supply IAW AFMAN 23-110, Volume II, Part Two, Chapters 14 and 24. Supply and Maintenance must work together to ensure these actions are accomplished.

5.2.7.3.4. **(Added)** If a TCTO kit contains dated items, the Supply Inspection Section will be notified to establish a suspense date as outlined in AFMAN 23-110, Volume II, Part Two, Chapter 26.

5.2.7.3.5. **(Added)** Prepare and process a turn-in to base Supply and simultaneously issue any required kits to the maintenance activity.

5.2.7.3.6. **(Added)** Maintenance will take necessary action to extend TCTO

rescission dates as required.

5.2.7.3.7. **(Added)** Transfer of RAP or guns to another base will require movement of applicable TCTO kits with the assets as applicable.

5.2.7.3.8. **(Added)** Coordinate with Supply, Technical Order Distribution Office (TODO) and Technical Order Distribution Account (TODA) to ensure all equipment is identified to receive TCTOs.

5.2.7.3.8.1. **(Added)** Ensure all TCTO parts are placed on order with valid requisitions numbers in the supply system.  All requisitions need to be followed up at least monthly or more often if needed to verify status.

5.2.7.4. **(Added)** Maintenance and tagging of RAP, guns, gun barrels and gun components.

5.2.7.4.1. **(Added)** All RAP, guns, gun barrels, and component acceptance inspections will be performed using the complete inspection and maintenance criteria listed in the applicable commodity technical order.

5.2.7.4.2. **(Added)** A 10% annual inspection cycle will begin after the completion of the acceptance inspection.

5.2.7.4.3. **(Added)** RAP and Guns will be removed from barrier paper and inspected at least once every 10 years using a cycle of 10% per year (EXCEPTION: If containers have been damaged, deteriorated, or damage to contents is suspected, contents will be inspected immediately).  Special emphasis will be placed on the following:

5.2.7.4.3.1. **(Added)** Ensure WRM barrels are inspected upon initial acceptance and sealed in barrier paper together with desiccant.

5.2.7.4.3.2. **(Added)** Ensure DD Form 1574 is correctly annotated.  Care must be taken to ensure entries such as condition, status code, NSN, part number, date next inspection due, etc., are annotated.  The current TCTO status will be reflected in the remarks block of the DD Form 1574.

5.2.7.4.3.3. **(Added)** An annotated DD Form 1574 will be secured to the asset and another completed DD Form 1574 will be affixed to the outside of the container.

5.2.7.4.3.4. **(Added)** Ensure AFTO Form 95, *Significant Historical Data* or automated history is correctly documented.  AFTO Form 95 will be sealed in a waterproof package and stored in the same container with the asset but outside of the barrier paper.  Annual review of AFTO Form 95 is not required for assets in extended storage.  The form will be documented during the inspection process and reviewed for accuracy.

5.2.7.4.3.5. **(Added)** Ensure applicable TCTOs (active and rescinded) are properly annotated on AFTO Form 95, or automated history is correctly documented.

5.2.7.4.3.6. **(Added)** Ensure proper configuration of assets and availability of required accessories to conform to OPLAN requirements (e.g., a Triple

Ejection Rack (TER) must have required sway brace pads and lugs).

5.2.7.4.3.7. **(Added)** Required accessories not installed on the asset will be sealed in a waterproof package and stored in the same container with the asset but outside of the barrier paper (i.e., TER rocket cables, Bomb Rack Unit (BRU)-57 munitions interface cables). **Note:** Sensing switch guards will not be installed on TERs.

5.2.7.5. **(Added)** RAP packing guidance. All RAP WRM assets will be stored in wooden crates. Cardboard boxes are not conducive for long-term storage and will not be used. Before sealing RAP, guns, barrels and gun components in barrier paper and placing in the appropriate container, the following needs to be accomplished:

5.2.7.5.1. **(Added)** Desiccant will be placed with the asset per the item TO, Specialized Packing Instruction (SPI), or other direction as applicable.

5.2.7.5.2. **(Added)** Humidity indicator will be packed with each asset and secured with tape.

5.2.7.6. **(Added)** Organizations responsible for maintaining RAP and gun assets will develop an extensive IPI listing and a means of training, validating and documenting In-Progress Inspections.

5.2.7.7. **(Added)** RAP Maintenance and Supply will convene at least monthly to review the Repair Cycle Asset management list (D23).

5.3.1.1. **(Added)** RAP/Guns/Gun Components will be stored in covered, four-sided storage. In addition, guns and gun components will be stored in secure storage areas IAW AFI 31-101*, The Air Force Installation Program*, DoD 4145.19-R-1*, Storage and Materials Handling*, and AFMAN 23-110.

5.4. **(Added)  Maintenance Quality Assurance.**

5.4.1. **(Added)** Each maintenance activity with a quality control function will ensure quality control/assurance personnel inspect and evaluate their programs IAW AFI 25-101, this supplement and any other instructions, manuals, TO, etc., that governs their program. The following will be included in the maintenance QAE program:

5.4.1.1. **(Added)** Perform over-the-shoulder inspections to assure maintenance technicians are accomplishing inspection/maintenance activities IAW applicable technical orders and publications.

5.4.1.2. **(Added)** Conduct Quality Visual Inspections (QVI) on completed maintenance of WRM assets. Emphasis of inspection is to ensure maintenance, inspection, preservation, and/or packaging of WRM is being performed according to T.O.s, and other directives. **Note:** For RAP and armament equipment, the QAE will perform inspections on a minimum of 50% of completed WRM maintenance/inspections at MOBs. QAEs at the COBs will inspect 100% of all completed WRM maintenance/inspections.

5.4.1.3. **(Added)** Observe maintenance exercises such as Tanks, RAP or munitions build-up exercises and provide written comments.

5.4.1.4. **(Added)** Assist the WRMO during WRM surveillance visits.

5.4.1.5. **(Added)** Participate in monthly walk-through inspections.

5.4.1.6. **(Added)** Review technical orders/TCTO program for compliance with established standard.

5.4.1.7. **(Added)** Route quality control reports covering WRM through the applicable, WRMM, WRMO and WRMPM and to the NAF Functional Managers.

6.1.1.1.1. **(Added)** Use requests are not required for direct mission support. Tasking Message or deployment order should authorize use of WRM. WRM requiring movement will be appropriately included in the operation's TPFDD. See paragraph 6.3.

6.1.1.2.3. The PACAF WRMO is delegated the authority to approve Use Requests requiring MAJCOM WRMPM approval.

6.2.1.1. **(Added)** Vehicles.  When a Vehicle request cannot be supported by peacetime resources and use of WRM vehicles are required, Chief of Transportation will forward the request to the installation WRMO.  The WRMO will validate the requirement, establish tracking documentation and forward the request to the appropriate approving authority.  All requests requiring HQ PACAF approval must have 607LRG/CC or 13AF/A4 concurrence, as applicable.

6.2.1.2. **(Added)** 607LRG/CC or 13AF/A4 as applicable, are the release authority for all WRM vehicles in active storage assigned to PACAF MOBs and COBs for 29 consecutive days or less.  Those WRM vehicles in active storage (excluding integrated vehicles) required to support sortie surge exercises, unit unique training, or Local Operational Readiness Exercises (LORE) may be pre-approved by the appropriate approving authority, however, when assets are released the approving authority must be notified within three duty days and applicable records updated per this instruction.

6.2.1.3. **(Added)** The CWRMO with coordination from PACAF/A4RV (Vehicles) is the release authority for all vehicles in inactive storage (deep) and all vehicle requests of 30 consecutive days or more.

6.2.4. **(Added)** WCDO.   The WRMPM can approve issue of WCDO assets if replenishment is expected within 60 days of issue.  If the issue reduces on-hand quantity below 80 percent of the WCDO authorized level for any item or cannot be replenished within 60 days, PACAF WRMPM approval is required.

6.3.1.2. **(Added)** When WRM is used to support a direct mission or contingency, the WRMO will track all assets released to support the operation.  The unit/organization using the WRM is responsible for maintaining the equipment while in use.

6.6.1. **(Added)** The WRMO will establish procedures for notification that WRM has been returned to storage in serviceable condition.  Procedures will include the storing organization submitting a WRM Use Return to Service Report to the WRMO, identifying the WRM commodity and any other pertinent information pertaining to its use.

6.6.2. **(Added)** Prior to returning to storage, the using and host organization will conduct a joint serviceability inspection.  If parts are needed to reconstitute, the host or using organization will requisition parts using funds as directed by the deployment order

or the using organization's funds (Indirect Mission Support) to ensure serviceability prior to departing for home station.  If the parts are backordered, the using organization must turn over all Supply documents to include document numbers to the storing organization so they can track the items until received.

6.6.3.  **(Added)**  WRM Use/Reconstitution Data.  The WRMO/NCO will retain a copy of this data in accordance with T25-01 R 01.00.  It is designed to capture WRM Use/Reconstitution usage trends and cost data.  Suggest use of a spreadsheet to capture the information.  Sample format provided in Table 6.1.

**Table 6.2.  (Added)  WRM Use/Reconstitution Data Log and Sample Entry.**

| Column Header | Sample Entry | Remarks |
|---|---|---|
| Case Number | HI09-001 | Recommend using the first two letters of the base/COB name, last two digits of the calendar year, and 3 digit serial/number |
| NSN | 1730005405933P 1730005405930S | Use primary stock number and include the suitable NSN if used |
| Approval Level | WRMPM | Enter approval level (WRMPM, CNAF [607LRG/13AF], PACAF, or AS [Air Staff]) |
| Nomenclature | Towbar, Aircraft | Use common name the functional community uses |
| Composition (COMP) CODE | T121 | Include the COMP Code the asset belongs to |
| Quantity | 1 | Self Explanatory |
| Duration of Use | 30 Days/1 -30 Jan 09 | Enter approval period in days and the inclusive dates of use |
| WRMM Org | 374 MXS/MAL | Enter the organization and office symbol of the WRMM responsible for storage and maintenance of the asset |
| Using Organization | 13 FS/Elmendorf | Enter the unit designation of the using organization and base name |
| Funding Document | Military Interdepartmental Purchase Request (MIPR) | Enter type of funding document the using organization will provide for reconstitution of asset.  Can be MIPR, AF 616, or local transfer.  Keep copy of funding document with WRM Use Request |
| Funding Document Amount | $350 | Amount can be subtotaled by Case Number |
| Cost to USER | $180 | Enter what it cost the user to maintain the asset while in use or amount needed from the funding document to reconstitute the asset(s) |
| Cost to WRM | 0 | If for some reason, PE 28031 WRM O&M was used to reconstitute the asset, enter that amount here |
| Remarks | Free Text | Can be use to communicate issues encountered |

7.2.2.1.  **(Added)** BEAR Sets stored in Korea are maintained by 607LRG.  Off-Peninsula BEAR Sets are stored and maintained by the Mission Support Group (WRMPM).  The WRMO/NCO provides management oversight with QAE support

from Civil Engineering Squadron and Services Squadron as directed by the local WRMPM.

Figure 7.1.  **Note:**  (Added) "AFWUS" is now referred to as the "AEF TPFDD Library".

7.5.1.1.1. **(Added)** Supporting Supply personnel will be postured in UTC XFBPF and tasked with UTC XFB1H.  Functional Account Code (FAC) 41 personnel may be substituted with any FAC coded Air Force Special Code (AFSC) 2S051.

7.5.1.2.1.1. All BEAR is inviolate and requires CWRMO and AF/A4R approval prior to use.  Base level requests must be coordinated through the WRMPM prior to forwarding to HQ PACAF.  Also, see para 7.3.1.7.1 for further guidance.

8.1.1.1. **(Added)** HQ PACAF/A4P:

8.1.1.1.1. **(Added)** LOGFAC system executive agent for PACAF.

8.1.1.1.2. **(Added)** Coordinates on all access requests to LOGFAC database from SIPRNET terminals.

8.1.1.1.3. **(Added)** Manage all accounts and permissions.

8.1.1.1.4. **(Added)** Reviews the War Mobilization Plan (WMP) 4-Command Working (CW) to validate prepositioning codes to ensure the War Consumables Factors (WARCON) File is aligned with the force bed down.

8.1.1.1.5. **(Added)** De-conflicts WMP4 and WARCON with 13AF/A4.

8.1.1.1.6. **(Added)** Advise 13AF/A5S when the WMP4 review is complete and ready for promotion NLT 15 Jun.

8.1.1.1.7. **(Added)** Provide the PACAF/A4RVE excess/shortage list for redistribution and disposition.

8.2.1.3.1. **(Added)** Rations are included in the annual WRM Funded Level Ration Requirements Letter.  Rations are not included in the WMP4.

8.2.2.4.1. **(Added)** Munitions WCDO is by Operation Plan and by Category (CAT) requirements (CAT G, F, and X)

8.3.1.1. **(Added)** 13AF/A5S is the WMP4 executive agent for all PACAF plans.

8.3.1.2. **(Added)** 13AF/A5S updates the WMP4-CW data in LOGFAC for each bed down location contained in Pacific Command (PACOM) OPLANs requiring a TPFDD.

8.3.7.1. **(Added)** In PACAF, WAA questions and/or comments should be addressed to 13AF/A5S.

8.5.4.1. **(Added)** The HQ PACAF/A4RVE Supply Specialist will assist the CWRMO in verifying the W-details were correctly loaded in SBSS.

8.6.1.1. **(Added)** Provide the Supply WRMM a copy of the WCDO, WCDO Foreword, and WCDO cover letter within seven days of receipt of a new WCDO or a change to the current WCDO.

8.6.1.2. **(Added)** Provide the CWRMO an excess/shortage list within 30 days of receipt of a new WCDO or a change to the current WCDO.

8.6.2.1. **(Added)** Identify discrepancies, storage and maintenance limitations, excess and shortages, found during the review and forward to the CWRMO NLT 30 days from receipt of a new WCDO or a change to the current WCDO.

8.6.2.1.1. **(Added)** The Korea COBs, 51 LRS, and 8 LRS will report excess, shortages, and unserviceable WCDO to the 607ASUS WRMO and Supply.

8.6.2.1.2. **(Added)** The 607ASUS WRMO will resolve issues for the Korea locations first then forward unresolved issues to the CWRMO and Command WRM Equipment Manager.

8.7.1.3.1. **(Added)** WCDO details will be established IAW AFMAN 23-110, V2, P2, Chap 26B-6.

8.7.1.3.2. **(Added)** Ensure all commodities contained in the WCDO are loaded in accordance with the special instruction included in the WCDO Foreword.

8.7.1.3.3. **(Added)** Ensure excess WCDO commodities are transferred to a 002XS account.

8.7.1.3.4. **(Added)** Use the Pseudo Base Code on the current WCDO for excess items transferred to the 002XS account.

8.7.1.6.1. **(Added)** Rations (200X).  Do not load SBSS details for rations.  The Services squadron WRMM will review the WCDO and determine if aircrew ration requirements can be supported by the In-Flight Kitchen (box lunches).  If rations are needed to support aircrew requirements, the WRMM will provide the quantity required to 13AF/A1S (Services).  Services will include aircrew rations in the commands input to the Funded Ration Letter.

8.7.1.8. **(Added)** Once the WCDO is loaded; ensure excess, shortages and unserviceable WCDO assets are reported to the WRMO.  WCDO excess will be controlled, managed and maintained as WRM until receipt of disposition instructions from the CWRMO and/or the Command WRM Equipment Manager.

8.7.3.1. **(Added)** Supply will provide the WRMO an R07, NLT 30 days of the initial WCDO upload and quarterly thereafter.  The WRMO/NCO will review the R07 to ensure all WCDO authorizations are correctly loaded.

8.8.2.1. **(Added)** The CWRMO will indicate in the WCDO Cover letter if a location is an Alternate Storage Location (ASL).  If so, the ASL's Planned Operating Base (POB) will be identified for WCDO and WAA planning purposes.  The base WRMO/NCO will ensure the Pseudo Base Code is correctly loaded.  Those units directed to store WCDO items for other locations will load the Pseudo Base Code for the out load location (POB) and the Pseudo Base Code for the location where the assets are being stored (ASL).

8.9.5.1. **(Added)** HQ PACAF/A4R Fuels Manager will determine aviation and ground fuel requirements and forward to Defense Energy Support Center (DESC) for inclusion in the IMP.  The PACAF Fuels Manager will provide each Base Fuels

Management Flight their portion of the IMP.  The base fuels officer will ensure a copy of the IMP is provided to the WRMO.

8.9.7.1. **(Added)** Sole-source requisitioning is authorized to replace deicing fluid stored in tanks.  When stored in 55-gallon drums, stored quantity exceeding the authorized quantity is approved for that 55-gallon drum only.

8.9.8.1. **(Added)** Cylinder accountability, identification, status, marking, tagging, and labeling will be in accordance with AFMAN 23-110, Volume I, Part One, Chapter 4; AFMAN 23-110, Volume I, Part One, Chap 10W; and AFMAN 23-110, Volume II, Part Two, Chap 21M.  Cylinders containing WCDO will be marked in accordance with AFI 25-101, attachment 5.

8.9.13.1. **(Added)** The PACAF Fire Chief will determine firefighting agent requirements for each location.  These commodities will be included in the WCDO using the Special Item load of the WMP4-CW.

8.9.15. **(Added)** Halon 1301 (Bromotrifluoromethane) is a mission-critical, out-of-production asset supporting weapon system fire suppression system as an extinguishing agent.  Halon 1301 is Class I Ozone Depleting Substance (ODS) and is also considered a "Hazardous Material".  Halon 1301 is regulated and managed by the following:

8.9.15.1. **(Added)** AFI 32-7086, *Hazardous Materials Management* (Para 4.4 through 4.4.4.4.3. delineates AF Class I ODS requisitioning roles and responsibilities).

8.9.15.2. **(Added)** AFJMAN 23-227(I), *Storage and Handling of Liquefied and Gaseous Compressed Gasses and their Full and Empty Cylinders*.

8.9.15.3. **(Added)** T.O. 42B5-1-2, *Compressed Gas Cylinders (Storage Type), Use, Handling, and Maintenance*.

8.9.16. **(Added)** Unique and challenging requirements exist when requisitioning, storing, handling and maintaining Halon 1301 assets.  Halon 1301 is only used in support of weapon systems during actual wartime deployment.  Asset stock rotation is a particular challenge.  The Defense Logistics Agency (DLA) was assigned the mission of managing the Defense Reserve of Ozone Depleting Substances (ODS) to ensure that the supplies for mission critical use are available.  DLA provides the central management for the receipt, storage, and issuance through the Defense Supply Center Richmond (DSCR), which is the activity within DLA that manages these substances.  The Defense Depot Richmond Virginia (DDRV) is the initial storage site for ODS.  DLA stores the USAF stockpile in enclosed facilities, with leak monitoring systems and special procedures for inspecting, sampling, and occasionally rotating the storage cylinders handled by trained personnel.  These measures ensure that the USAF Halon 1301 will be there and meets Military Performance Specification (MILSPEC) whenever required by USAF units.

8.10.6. **(Added)**  DD Form 1574, *Serviceable Tag - Materiel*

8.10.7. **(Added)**  DD Form 1576, *Test/Modification Tag - Materiel*

8.10.8. **(Added)**  AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing)*

8.10.9.  **(Added)**  AFTO Form 95, *Significant Historical Data*

(Added) **Chapter 9**

**MANAGEMENT OF VEHICLES**

(Added) **Section A – General**

9.1.  **(Added) Purpose.** This chapter describes the specific management policies and procedures required for WRM vehicles prepositioned in PACAF.

9.2.  **(Added)  Objectives.**

9.2.1.  **(Added)**  Provide sufficient guidance to Logistics Readiness personnel who store, inspect, maintain or otherwise care for WRM vehicles in PACAF.

9.2.2.  **(Added)**  Provide a reference for all personnel that require WRM vehicles during wartime or contingencies.

9.3.  **(Added)  Total Fleet Concept.**

9.3.1.  **(Added)**  Vehicle support capability for wartime or contingency operations consists of peacetime operational fleet; assets gained from intra-theater (local) sources, and prepositioned WRM assets.

9.3.2.  **(Added)**  The use of the Fleet Management Module of On-Line Vehicle Interactive Management System (OLVIMS) is mandatory within PACAF.  Applicable reports found in OLVIMS may be used in lieu of forms, letters, and other documentation prescribed in this chapter.

9.3.3.  **(Added)**  607ASUS Transportation is responsible for fleet management for Korea COBs and is the focal point for all WRM related vehicle issues associated with 7AF organizations, including Osan and Kunsan ABs.

9.4.  **(Added) Waivers.**  Waiver requests pertinent to vehicle management, conflicting with this instruction will be approved by the Command WRMPM and/or Air Staff as appropriate.

9.5.  **(Added)  Prepositioning and Storage Concepts.**

9.5.1.  **(Added)**  WRM vehicles are prepositioned at Base of Planned Use (BPU) to the fullest extent possible to support wartime or contingency operations.  Alternate planned use locations are identified in the BPU block on the PACAF Vehicle Authorization Listing (VAL).  Requests for BPU changes must be coordinated through the WRMO, unit commander or equivalent and approved by the WRM Review Board prior to submittal to PACAF/A4R and the CWRMO.

9.5.2.  **(Added)**  WRM vehicles, excluding integrated WRM, will either be stored in "active" (ready-to-roll) condition or "inactive" (deep) storage.  PACAF/A4RV (Vehicles) in coordination with local LRS' and functional users will determine the appropriate mix of integrated, active and inactive stored vehicles.

9.5.2.1.  **(Added)**  At Det 1, 36 MSG, Diego Garcia, the WRM vehicle fleet will be a mixture of inactive, active, and JU, as determined by Det 1, 36 MSG and

PACAF/A4RV.  Vehicles in inactive storage will not be released without proper approval IAW Chapter 6.

9.5.3.  **(Added)** Active-stored vehicles are defined as critical to support base reception and immediate sortie generation.  Composition of the active fleet will be based upon the needs of the initial incoming forces and immediate aircraft sortie generation requirements.  These assets must be operationally ready to meet its wartime tasking.  Dense-packing of active stored vehicles in covered facilities is the preferred method of storage.  Storing WRM resources on K-loaders is not permitted.  The use of semi-trailers to store WRM resources should be carefully evaluated to ensure landing gears will support the load over extended periods.

9.5.4.  **(Added)** Inactive vehicles must be stored in fully enclosed buildings.  Dense packing is preferred to maximize use of available floor space.  If facility limitations preclude enclosed storage of inactive vehicles then they must be maintained in active stored status until such time space becomes available.  Once vehicles are placed in inactive storage, every effort will be made to minimize their use.  Additional WRM storage requirements shall be identified and submitted to the installation WRMO to be addressed at the next WRM Review Board.

9.5.5.  **(Added)** Integrated vehicles, due to their design, must be used at a frequency sufficient to ensure serviceability.  WRM requirements for refueling, fluid dispensing, crash, fire and rescue, deicers, ADR, latrine service trucks, Calivars, 463L Materials Handling Equipment (MHE), and specialized medical vehicles should be integrated to the fullest extent possible IAW this instruction.  Local conditions and/or restrictions may require coordination between the Chief of Transportation and the functional user to integrate some vehicle types on a rotational basis.  The maximum quantity, by type, will not exceed the quantity identified on the VAL.  WRM integrated and active stored vehicles of the same type must be rotated at least every 12 months (unless rotated with peacetime assets) to ensure total fleet optimum aging.  Non-integrated WRM fuels servicing trucks (R-9/R-11) maintained in active storage will be functionally tested at least once a month by vehicle maintenance personnel and every 14 days by Fuels Flight personnel.  Monthly, one joint functional check should be conducted by Transportation and Fuel personnel.

9.5.5.2.  **(Added)** Costs associated with operational use and maintenance of integrated WRM vehicles will be funded on the same basis as the unit's daily use vehicles.

(Added) **Section B – WRM Vehicle Requirements Determination and Planning Process**

9.6.  **(Added)  Authorizations.**

9.6.1.  **(Added)** Total authorizations reflect the minimum vehicles required, by type to support the worst case OPLAN/contingency scenario for a specific base/location for in-place and augmentation/deployed forces.  Vehicles can be added to the VAL as pure WRM after all other sources (lease, host nation support, JU, etc.) of vehicle support have been considered.  An exception to this policy are those vehicles unique to a unit's mission and required to deploy as part of a UTC/OPLAN and/or notional tasking by higher headquarters.  As a general rule, PACAF units will not deploy vehicles in support of

OPLANs unless the assets are identified as use code "A" (mobility) on the PACAF VAL. Request to add mobility authorizations to the PACAF VAL must be justified through the requesting unit's fleet management office, and approved by the requesting organization's MSG/CC.  For adding mobility authorizations to Korea COBs, MSG/CC approved requests will be forwarded to 607LRG/CC for approval.  If approved, 607ASUS Transportation will forward request to PACAF/A4R for final approval.

9.7.  **(Added)  Authorization Source.**

9.7.1.  **(Added)**  The VAL is the authorization source document for vehicle requirements in PACAF.  The VAL is a composite listing of approved vehicle authorizations including the peacetime operational fleet, WRM, JU and other vehicle requirements provided by PACAF.  Table 9.1 identifies types of vehicle authorizations.  Fleet Management will ensure Vehicle Management is aware of all vehicles identified as use code A, mobility, and WRM vehicles that are projected to out load to alternate locations.

**Table 9.1.  (Added)  Types of Vehicle Authorizations.**

| TYPE | USER CODE | DEFINITION |
|---|---|---|
| Mobility | A | Vehicle unique to a unit's mission and required to deploy as part of a UTC/OPlan and/or notional tasking by higher headquarters |
| Peacetime | B | Vehicles providing support for the day to day peacetime mission. |
| Joint Use | C | Vehicles authorized for daily peacetime use which have been designated to another user during wartime.  **Note:** JU are not classified as WRM, therefore are not subject to the control/inspection criteria of this instruction.  JU is a peacetime asset filling a WRM requirement. |
| WRM | D | "Pure WRM" – Vehicle authorized to fulfill wartime requirements that are additive (cannot be filled by use Code A, B, C, or alternate source vehicles) to a base's normal support capability |
| Integrated | D | Integrated WRM – vehicles authorized for WRM (Use Code D) that due to unique operating/design characteristics should not be placed into storage and every attempt by made to integrate with a unit's peacetime fleet to maintain integrity/serviceability. |
| Alternate Source | Equipment H, L, P, U | Vehicles obtained in theater from other than USAF centrally procured sources.  Such sources include but are not limited to: Host Nation, commandeered POVs, other services vehicles, Army Air Force Exchange Service (AAFES), NAF, Services functions, contractors, commercial rental/lease, etc.  General purpose vehicles and commercially available special purpose vehicles will not be procured or pre-positioned as WRM if they are available on the local economy or through host-nation support. |

9.7.2.  **(Added)** .  Using MAJCOMs WRMOs will submit WRM vehicle requirements via WPARR Part I to the PACAF CWRMO.  The PACAF CWRMO will provide those requirements to PACAF/A4RV for review and validation.  Upon validation, VAL updates will be accomplished by PACAF/A4RV in coordination with the PACAF CWRMO.

9.7.3. **(Added)** WRM vehicle requirements will be validated during the In-Garrison Expeditionary Support Plan (IGESP) process.  Updates requiring modification to the VAL will be coordinated with the host WRMO and a recommended approval/disapproval by the MSG/CC.  Final approval/disapproval rests with PACAF/A4RV in coordination with the CWRMO.  For Korea COBs, requirements will be validated by 607ASUS Transportation and the 607ASUS WRMO, prior to submitting to HQ PACAF.

9.7.3. 1 (Added) PACAF does not normally purchase/procure commercial design general and special purpose vehicles of less than 14,000 pounds Gross Vehicle Weight (GVW) to fill WRM requirements.  Additive vehicle requirements that fall into this category will be sourced through lease, host nation, and redistribution of peacetime operating stocks (to include OGMVCs and Non-Appropriated Fund vehicles).  However, additive WRM requirements that are to be sourced through lease or host nation support will be added to the VAL once the requirements are validated.

9.7.4. **(Added)** Deployed/augment forces integrate with host base units therefore, vehicles are authorized by function (not unit) on the VAL.  The vehicles authorized for a functional area is based on the unit's worst case planning scenario and issued to the host base functional area at execution of a contingency.

9.7.5. **(Added)** Transportation planners will develop a base vehicle support plan for inclusion to the transportation chapter of the IGESP.  This chapter includes vehicle requirements by functional user; procedures to redistribute peacetime operating stocks as needed; out load WRM vehicles to alternate use locations; issue WRM vehicles to base functional areas, and recalled JU vehicles for redistribution to wartime users.  Once vehicle requirements are identified, transportation planners must compare with the inbound and outbound vehicles reflected in the OPLAN TPFDD.  If TPFDD adjustments are required to reflect IGESP requirements, they need to be submitted to PACAF/A4RV for updating.  The VAL will be reviewed to ensure vehicle types, quantities, using activities, and use codes are accurately identified.  Vehicle shortages will be evaluated to determine if shortfalls or Limiting Factors (LIMFAC) exist.  Shortfalls and LIMFACs will be included in the IGESP.  However, all workarounds, to include redistribution of peacetime operating stocks (vehicles, Other Government Motor Vehicle Conveyance (OGMVC), and NAF resources), rental, leasing, local procurement and host nation support, must be explored/implemented before vehicle shortages are identified as a shortfall or LIMFAC.

9.7.6. **(Added)** In the event vehicles are required, the deploying unit should coordinate with the deployed location transportation and IGESP POC to determine whether sufficient vehicles are available at the deployment location.  If the unit needs to deploy with vehicles due to maintenance concerns and/or shortages at the deployment location, they need to obtain approval from PACAF/A4R and the deployed location MSG/CC or equivalent.  The vehicles will be deployed IAW standing operating procedures (i.e., Limited Technical Inspections (LTI), deployed CA/CRL, etc.).  For bed down at OPLAN locations, the VAL/Automated Fleet Information System (AFIS) Master List will be used as the source document.

9.7.7. **(Added)** ADR vehicles are prepositioned at locations determined by 13AF/A4/A7 and PACAF/A7 in coordination with PACAF/A4R/A4P.

9.7. 8 (Added) Due to their expense and unique function, WRM refueling vehicles require special authorization procedures. PACAF/A4RP (Fuels) will determine gross wartime requirements for fuel based on the WAAR and Allowance Standard (AS) 019 in coordination with Fuels Flight Commanders. Bases will provide PACAF/A4RP data to justify peacetime authorizations IAW AS 019. After gross wartime and peacetime requirements have been validated, PACAF/A4RP will coordinate with PACAF/A4RV and the CWRMO to establish WRM vehicle authorizations.

9.7.9. **(Added)** Identification of JU. Peacetime operating stocks identified as JU will be use coded "C" on the VAL. Peacetime operating stocks that does not have a wartime mission and will be transferred to another user during wartime is authorized to be joint used (Use Code "C").

(Added) **Section C – Vehicle Maintenance.**

9.8. **(Added) Inspection, Preparation, Storage, and Maintenance.** Inspection, preparation, storage, and maintenance requirements apply to all WRM. These guidelines are intended to reduce storage and maintenance efforts necessary to implement PACAF policy concerning inactive storage of WRM vehicles. This will ensure WRM vehicles are maintained in a ready state, while reducing cost. Vehicle maintenance will accomplish the following:

9.8.1. **(Added)** Perform a LTI using the procedures contained in T.O. 36-1-191 on all vehicles being rotated into the WRM vehicle fleet. Also, perform an LTI on all vehicles that have been released from storage prior to returning to storage. All discrepancies that affect safety or serviceability of an asset must be corrected prior to placing the asset in storage. LTIs must be conducted after required repairs are completed to accurately reflect vehicle condition.

9.8.2. **(Added)** When a WRM vehicle is released for a PACAF or JCS exercise, the deployed organization will provide the necessary maintenance personnel to breakout, sustain, repair and store released vehicles. The COB Det/CC and/or, MOB LRS/CC will determine when to release deployed maintenance personnel back to their unit; this will be contingent on vehicles being returned to storage.

9.8.3. **(Added)** Report shipping damage immediately upon discovery to Traffic Management Office (TMO). If possible take digital photographs. Work with local TMO and complete a Report of Discrepancy or Transportation Discrepancy Report as required. Forward a copy of the report to PACAF/A4RV and CWRMO.

9.8.4. **(Added)** Determine corrosion/rust proofing treatment for new vehicles received for WRM storage IAW T.O. 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance* and PACAFH 24-3, *Preservation and Storage of War Reserve Materiel Vehicles and Equipment*. If treatment was applied prior to shipment, perform an inspection to ensure the corrosion treatment was adequate. If prior treatment is determined inadequate, treat vehicles and equipment IAW T.O. 36-1-191. Vehicles rotated from the active fleet in WRM storage will be given the same corrosion service as new vehicles.

9.8.5. **(Added)** Check tire condition on vehicles being rotated from active fleet into WRM and replace as required. WRM vehicles will have a minimum of 50% of the

original tread.  Inflate tires (include spare if applicable) on WRM vehicles assigned to vehicle manufacturer's recommended pressure.  To afford security for installed spare wheels/tires, vehicle maintenance will affix a chain or cable, which will be secured using a padlock.  Attach the key to the vehicle key ring.  The extra padlock key will be retained in the vehicle records jacket with the spare vehicle key.  A minimum of one of five WRM vehicles of each type with a bare base deployment designation will be equipped with a spare tire/wheel, jack and lug wrench.  Vehicles will retain the spare tire, jack and lug wrench supplied by the manufacturer.

9.8.6.  **(Added)**  Batteries on vehicles assigned to the WRM fleet will be maintained IAW PACAFH 24-3.  Use of solargizers to extend battery life is mandatory.  Program for replacement and include cost in the local budget submittal to the WRMO.

9.8.7.  **(Added)** Pintle Hooks.  General purpose vehicles under 14,000 Gross Vehicle Weight (GVW) (i.e. pickups, metros) will have a minimum of one, pintle hook installed for every three assigned by type per fleet.  Vehicles with pintle hooks installed will have an annotation in the remarks section of the WRM Fleet Management Module of OLVIMS.  **Note:** As vehicles are coded for sourcing from the host nation or off the local economy, identify gross pintle hook requirements and maintain a sufficient quantity of pintle hooks and hardware on-hand for installation during wartime or contingency operations.

9.8.8.  **(Added)**  Ensure active and inactive stored vehicles are preserved and maintained under the provisions outlined in PACAFH 24-3.  Guidance in PACAFH 24-3 takes precedence over preservation instructions in T.O. 36-1-191.

9.8.9.  **(Added)**  Vehicle maintenance will perform modified scheduled inspections as required, or when due by hours, miles, or kilometers on active stored vehicles.  An annual visual inspection will be accomplished for inactive stored vehicles.  Refer to PACAFH 24-3 for specific requirements.

9.8.10.  **(Added)**  Long-range scheduled maintenance plan will be developed and updated each year.  The plan should include special provisions for vehicles that will support major exercises.

9.8.11.  **(Added)**  At Contracted locations, QAEs are primarily vehicle maintenance personnel, responsible for monitoring the contractor's maintenance and exercising of the vehicle fleet.  Vehicle Maintenance QAE's will provide technical assistance and training to the contractor as required.

9.8.12.  **(Added)**  The contractor with QAE oversight will perform Maintenance Control & Analysis (MC&A) and materiel control functions.

(Added) *Section D – Fleet Management*

9.9.  **(Added) WRM Vehicle Fleet Management.** 607ASUS and 607th Materiel Maintenance Squadron (MMS) for Korea COBs, and MOB Fleet Management will manage the vehicle fleet to ensure WRM and peacetime operational needs are met and will accomplish the following:

9.9.1.  **(Added)**  QAEs will develop local procedures, which ensure proper accountability and status of stored vehicles.

9.9.2.  **(Added)** Establish procedures for withdrawal of vehicles to support contingency plans (breakout plan).  Flight Operating Instructions (OI) and/or checklists in the unit control center (UCC) may accomplish this.

9.9.3.  **(Added)** Provide MC&A listing of WRM vehicles integrated into the daily use fleet, by registration number and unit assigned.  The receiving unit's organization code (WRM) will be used, (e.g., vehicles integrated to civil engineers have a 3W code, SFS a 4W org code, etc.).

9.9.4.  **(Added)** Utilize the WRM Fleet Management Module of OLVIMS to maintain WRM vehicle status by fleet, which includes as a minimum:

9.9.4.1.  **(Added)** Storage fleet being maintained.

9.9.4.2.  **(Added)** Vehicle type.

9.9.4.3.  **(Added)** Registration number.

9.9.4.4.  **(Added)** Storage level (i.e., active or inactive)

9.9.4.5.  **(Added)** Storage area (if applicable) and parking location.  Unit/location is required for integrated vehicles.

9.9.5.  **(Added)** Establish procedures for control, accessibility, and issue of vehicle identification link (VIL) and keys.

9.10.  **(Added) Equipment Support, Care and Exercising.** Vehicle Management or contractor personnel are responsible for the care/exercising of pure WRM vehicles and accomplishing the following WRM related functions:

9.10.1.  **(Added)** Maintain Non-Mission Capable Supply (NMCS) and Non-Mission Capable Maintenance (NMCM) except for integrated vehicles.

9.10.2.  **(Added)** Monitor due dates of scheduled maintenance (except for integrated vehicles) and deliver vehicles scheduled for maintenance action to the vehicle maintenance area.  Return the vehicles to WRM storage upon completion of maintenance action.

9.10.3.  **(Added)** Perform a weekly inspection of the active vehicles to check for flat/low tires, accumulation of water in vehicle bodies, evidence of pilferage or theft, leaks, and any other obvious defects.

9.10.4.  **(Added)** Develop procedures to ensure vehicles are inspected each quarter utilizing appropriate vehicle operator checklists.

9.10.4.1.  **(Added)** Vehicles in active storage will have at least the following operator maintenance performed during the quarterly check:

9.10.4.1.1.  **(Added)** Change tires as required.

9.10.4.1.2.  **(Added)** Check tire pressure.

9.10.4.1.3.  **(Added)** Check coolant, oil, and automatic transmission fluid level.

9.10.4.1.4.  **(Added)** Change light bulbs as required.

9.10.4.1.5.  **(Added)** Clean and service battery.

9.10.4.1.6.  **(Added)**  Tighten all loose screws and bolts.

9.10.4.1.7.  **(Added)**  Check fuel (maintain at a minimum of ¾ full).

9.10.4.1.8.  **(Added)**  Check wiper blades, and replace as necessary.

9.10.4.1.9.  **(Added)**  Service interior and exterior of vehicles.  To ensure interior preservation, apply "Armorall ®", or equivalent product, to all interior vinyl, plastic, rubber, or Plexiglas ®  surfaces, including seats (if vinyl), padded dash, rubber door gaskets, etc., twice a year or as needed.  Exterior surfaces will be waxed as needed but not less than twice a year, excluding Chemical Agent Resistance Coating (CARC)-painted vehicles.

9.10.4.1.10.  **(Added)**  Exercise active stored vehicles once every quarter.

9.10.4.1.10.1.  **(Added)**  During exercises, vehicles will be operated for a minimum of 20 minutes including warm-up.  During this period, vehicles will be driven over a predetermined on-base exercise route.  Accessory and mounted equipment will be operated for a period sufficient to exercise and lubricate all moving parts.  Hydraulic systems and pumps will be exercised under a normal expected load.  Certain vehicles will require longer exercise periods.  Diesel engine-driven vehicles will be operated for a minimum of 30 minutes.  Vehicles, which have been released and dispatched for use, are not required to be exercised during quarter of usage.

9.10.4.1.10.2.  **(Added)**  Due to low speed limits on base, it may be necessary to make arrangements with base authorities to adjust the speed limit within the exercise route parameters in order to exercise specific vehicles.  If this is not possible, the exercise route may be extended off base but only to the degree of adequate exercising.  Safety will be of paramount concern and local traffic laws will apply.

9.10.4.1.10.3.  **(Added)**  Checks made during exercises will ensure vehicles meet the standards established in T.O. 36-1-191.

9.11.  **(Added) Rotations.** WRM vehicles, including ADR will be rotated with peacetime vehicles when necessary to ensure a balancing of age/hour/miles.  Active stored and integrated WRM vehicles of the same type will be rotated as a minimum, every 12 months. Inactive stored vehicles will only be considered for rotation after 4 years in storage.  For Korea locations, 607ASUS fleet management needs to coordinate rotations between MOBs and COBs, including ADR vehicle sets to ensure the system is capable of handing its rated load capacity.

9.11.1.  **(Added)** WRM vehicles will be included in utilization/rotation analysis. PACAF/A4RV, 13AF and 607ASUS Transportation function will monitor rotation of vehicles into and out of their assigned MOBs and other remote sites as required.  Korea COBs are exempt from utilization/rotation analysis.

9.11.2.  **(Added)** Vehicles will be rotated from the active, daily use fleet, as appropriate upon completion of the annual inspection and resultant repair requirements.  Inspection of vehicles entering WRM storage must be thorough to assure serviceability standards are met (T.O. 36-1-191).  AFTO Form 91, *Limited Technical Inspection – Motor Vehicles*,

will be used to record the condition of the vehicle at this time.  The AFTO Form 91 will become a permanent part of the record jacket.  Unserviceable vehicles will not be rotated to WRM status, unless directed by PACAF/A4RV.  A vehicle may be assigned to WRM with deferred parts ordered at the discretion of the maintenance manager/superintendent when safety and serviceability are not compromised.  The percentage of WRM vehicles (by vehicle type) in replacement codes A-J shall be proportionate to the percentage of A-J vehicles in the daily use fleet, unless stated otherwise by PACAF/A4RV.

(Added) *Section E – WRM Vehicle Assignment and Prepositioning/Storage*

9.12. **(Added) Peacetime Vehicles.** Peacetime vehicle authorizations are filled before WRM authorizations.  Peacetime vehicles support the daily base mission in addition to performing wartime functions, whereas pure WRM vehicles are additive to peacetime authorizations to support augmentation forces and/or increased wartime activity.  Vehicles may be removed from the WRM fleet to fill peacetime authorizations.  The following restrictions apply:

9.12.1. **(Added)** WRM vehicles will not be used to fill authorization requests unless approved by PACAF/A4RV.

9.12.2. **(Added)** The Vehicle removed from WRM must be the same as, or a suitable substitute, for the primary NSN authorized stated on the VAL.

9.12.3. **(Added)** All Records affected by the transfer will be updated.

9.13. **(Added) Prepositioning/Storage of Pure WRM Vehicles.** WRM vehicles will only be stored at locations where adequate vehicle maintenance is available.  This restricts vehicle storage to MOBs, Korea COBs, and other locations where AF personnel of AF contracted personnel are assigned.  PACAF/A4RV must approve storage of vehicles at all other locations in coordination with the CWRMO.  Bases proposing such storage will submit their request to PACAF/A4RV with complete justification.

9.13.1. **(Added)** WRM vehicles will be stored separately from peacetime vehicles in a secure, controlled area, approved by the MSG/CC or equivalent.  All efforts must be made to obtain covered enclosed storage for all WRM vehicles to reduce deterioration, thus reducing operating/maintenance costs.  Vehicle Operations will develop a WRM vehicle-parking plan for all stored WRM vehicles.  The plan will include a map of the base with active and inactive storage locations identified.

9.13.2. **(Added)** Active stored vehicles will be parked in such a manner to allow for easy access and movement of vehicles.  Inactive stored vehicles must be inside enclosed facilities, such as a Portamod, K-Span, or warehouse, and will be densely-packed.  Densely-packing requires that vehicles will be parked as closely together as practical to maximize inside storage space while still meeting safety requirements.  Assigning Vehicle control numbers are suggested, but it is up to the organization to develop a system that will allow quick reference to a vehicle and its storage location.  Vehicle control numbers may not be stenciled on the vehicle.  Vehicle control numbers may correspond to the vehicle registration number and its assigned parking location.

9.13.3. **(Added)** Develop a storage plan, to include parking plans.  Items to consider when developing storage plans include, but are not limited to:

9.13.3.1. **(Added)** Vehicle requirements for initial incoming forces (TPFDD flow).

9.13.3.2. **(Added)** Time requirements to restore vehicles (break out) that are in inactive storage.

(Added) *Section F – Records*

9.14. **(Added) OLVIMS Organization Codes for WRM Vehicles.** The VAL is the source document to determine OLVIMS organization codes for WRM vehicles.

9.15. **(Added) Fleet Management WRM Module of OLVIMS.** The WRM module is used to record actions associated with storage and exercise of the WRM vehicle fleet.

9.16. **(Added) Authority for Peacetime WRM Vehicle Release.** Associated correspondence will be retained in accordance with T25-01 R 01.00 and will include the following documentation:

9.16.1. **(Added)** Release request.

9.16.2. **(Added)** Approval from appropriate authority.

9.16.3. **(Added)** Memo to the WRMO stating the vehicle(s) has been reconstituted and returned to storage in a serviceable condition.

9.17. **(Added) Operator's Inspection Guide and Trouble Report.** The operator's inspection guide and trouble report for each WRM and JU vehicle will be marked on the front of the form to reflect "WRM" or "JU" status. Active stored WRM vehicles will use an AF Form 1807, *Operator's Inspection Guide and Trouble Report (Fuel Servicing)* for the entire year, in addition to the permanent waiver card/automated waiver listing. Inactive, densely-packed vehicles will us an AF Form 1807 indefinitely, in addition to the permanent waiver card.

9.17.1. **(Added)** A new AF Form 1807 will be initiated at the beginning of the appropriate calendar year for active stored vehicles. Waivered items will be transferred to the permanent waiver card/automated waiver listing. Delayed items will be transferred to the new AF Form 1807. The previous AF Form 1807, will be retained for one month.

9.17.2. **(Added)** When pure WRM vehicles are dispatched, a separate AF Form 1807 will be initiated and provided to the using activity for the duration of use. The annual form stays with the WRM manager. Upon return of the vehicle, any discrepancies annotated during use will be transferred to the annual AF Form 1807 and reported to vehicle maintenance. The AF Form 1807 used during use will be retained for one month.

9.17.3. **(Added)** When WRM vehicles are exercised/inspected, the date and signature of the individual conducting the inspection will be entered on the back of the AF Form 1807. Tire pressure/adjustments will also be annotated on the form.


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